

DEPARTMENT OF JUSTICE & CONSTITUTIONAL DEVELOPMENT

<u>CLOSING DATE</u>	:	30 November 2020
<u>NOTE</u>	:	Interested applicants must submit their applications for employment to the email address specified to each post. The email must include only completed and signed Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, a CV with a font size of 10 and Arial theme font, copy of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary. Attachments must be limited to 10 megabytes. Emails that do not comply with the above specifications will bounce back without reaching the Department. Original/certified copies must be produced by only shortlisted candidates during the interview date. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

MANAGEMENT ECHELON

<u>POST 26/50</u>	:	<u>HEAD OF OFFICE REF NO: 20/106/SA</u>
<u>SALARY</u>	:	R1 251 183 – R1 495 956 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	State Attorney: Port Elizabeth
<u>REQUIREMENTS</u>	:	An LLB or Four year recognized legal qualification at NQF 7; 5 years' experience at a senior managerial level; Minimum of 8 years litigation experience; Admission as an Attorney; Administrative and management experience. Skills and Competencies: Legal research and drafting; Computer literacy (MS Office share point portal, MS Outlook, JutaStat); Communication skills (written and verbal) with ability to motivate and direct people; Creative and analytical thinking; Strategic leadership capability; Performance Management; Analytical thinking, problem solving and decision making; Project management, Research and Development; Knowledge Management; Change management; Financial management.
<u>DUTIES</u>	:	Key Performance Areas: Manage and coordinate the development and implementation of the strategic and annual performance plans; Manage and facilitate the provision of representation of government on all legal and litigation matters including debt collection; Manage and facilitate the provision of conveyancing and notarial services; Manage and facilitate drafting and provision of legal opinions and contracts; Provide effective people management.
<u>ENQUIRIES</u>	:	Ms. K. Ngomani Tel No: (012) 357 8661

APPLICATIONS : Quoting the relevant reference number, direct your application to: Email
Address: DOJ20-106-SA@justice.gov.za
NOTE : People with disabilities are encouraged to apply.

OTHER POSTS

POST 26/51 : **SENIOR ASSISTANT STATE ATTORNEY, (LP5-LP6) REF NO: 20/108/CLO**

SALARY : R510 432 – R1 192 947 (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE : State Attorney: Pretoria
REQUIREMENTS : An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 4 years appropriate post qualification legal/ litigation experience; A thorough knowledge of legal practice, office management, accounting systems and trust accounts; The right of appearance in the High Court of South Africa; Knowledge of the government prescripts and transformation objective as well as the Constitution of South Africa; Experience in conveyancing will be an added advantage; A valid driver's licence. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Communication skills(written and verbal) with ability to moderate and lead people; Supervisory and mentoring skills; Creative and analytical; Problem solving and conflict management.

DUTIES : Key Performance Areas: Represent the State in litigation and Appeal in the High Court, Magistrates' Court, Labour Court, Land Claims, Tax and Tax Tribunals; Furnish legal advice and opinion; Draft and/or settle all types of agreements on behalf of the various clients; Deal with all forms of arbitration, including inter-departmental arbitrations; register trust and debt collection; Provide supervision and training to other professional staff.

ENQUIRIES : Ms. KC. Ngomani Tel No: (012) 315 8661
APPLICATIONS : Quoting the relevant reference number, direct your application to: Email
Address: DOJ20-108-CLO@justice.gov.za

NOTE : People with disabilities are encouraged to apply. A current certificate of good standing from the relevant law Society must accompany the application.

POST 26/52 : **ASSISTANT DIRECTOR: FINANCE REF NO: 85/20EC**

SALARY : R376 596 – R443 601 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Regional Office, East London
REQUIREMENTS : Three year Bachelor's degree/National Diploma in Financial Management (e.g. Accounting; Cost Accounting; Auditing; Economics etc) or equivalent qualification; Three years' experience in a financial environment; Three years' supervisory/management experience; Knowledge and understanding of the PFMA, Treasury Regulations and relevant government regulations and policies; A valid driver's license. Skills and Competencies: Computer literacy (MS Word, Excel, BAS and Persal); Planning and organizing skills; Interpersonal relations and communication skills (verbal and written); Ability to work independently in a highly pressurized environment; Ability to interpret and apply policies; Creative and analytical skills; Ability to analyze and solve problems; Quality and staff management skills; Committed, flexible and reliable; Ability to work under pressure and meet deadlines.

DUTIES : Key Performance Areas; Regional Creditors Management; Manage payroll for the region in relation to payments and deductions; Manage miscellaneous payments to suppliers; Manage departmental liabilities; Manage revenue for the region; Management of employees; Perform general supervision and controlling of clerical staff.

ENQUIRIES : Ms. De Kock Tel No: (043) 702 7000
APPLICATIONS : Quoting the relevant reference number, direct your application to:
CeWilliams@justice.gov.za

POST 26/53 : **ADMINISTRATION OFFICER REF NO: 82/20EC**

SALARY : R316 791 - R373 167 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate, Port Elizabeth (New Brighton)
REQUIREMENTS : Applicable B Degree/National Diploma in Management/Administration or an equivalent relevant qualification; 3 Years relevant experience in Office or Court Administration; The following can be an added advantage: At least 5 years relevant experience dealing with administration in the Magistrate Offices; A valid driver's licence; Supervisory experience (Attach proof); Skills and competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Good interpersonal relations; Attention to detail.

DUTIES : Key Performance Areas: Perform general supervision and controlling of clerical staff; Manage Civil and Small Claims courts; Manage Family court sections; Manage the Performance Management System; Draft memorandums, submissions and reports; Compile statistics to indicate performance & trends; Manage and develop human resources by maintaining discipline and resolving complaints and grievances; Check and control all tasks performed by administrative staff on daily basis; Manage the facilities, physical resources, information and communication related to the courts; To perform any other duties that may be allocated by the Area Court Manager.

ENQUIRIES : Ms. De Kock Tel No: (043) 702 7000
APPLICATIONS : Quoting the relevant reference number, direct your application to: Email Address: SNofemela@justice.gov.za

POST 26/54 : **ADMINISTRATION OFFICER REF NO: 83/20EC**

SALARY : R316 791 – R373 167 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate, Port St Johns
REQUIREMENTS : Applicable B Degree/National Diploma in Management/Administration or an equivalent relevant qualification; 3 Years relevant experience in Office or Court Administration; The following can be an added advantage: At least 5 years relevant experience dealing with administration in the Magistrate Offices; A valid driver's licence; Supervisory experience (Attach proof); Skills and competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Good interpersonal relations; Attention to detail.

DUTIES : Key Performance Areas: Perform general supervision and controlling of clerical staff; Manage finance section by complying with PFMA, DFI and other instructions issued by CFO; Manage documents and maintain records related to accounts section; Manage the Performance Management System; Draft memorandums, submissions and reports; Compile statistics to indicate performance & trends; Manage and develop human resources by maintaining discipline and resolving complaints and grievances; Check and control all tasks performed by administrative staff on daily basis; Manage the facilities, physical resources, information and communication related to the courts; To perform any other duties that may be allocated by the Area Court Manager.

ENQUIRIES : Ms. De Kock Tel No: (043) 702 7000
APPLICATIONS : Quoting the relevant reference number, direct your application to:
ZMadlingozi@justice.gov.za

<u>POST 26/55</u>	:	<u>ADMINISTRATION OFFICER REF NO: 81/20EC</u>
<u>SALARY</u>	:	R316 791 - R373 167 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate, Graaff-Reinet
<u>REQUIREMENTS</u>	:	Applicable B Degree/National Diploma in Management/Administration or an equivalent relevant qualification; 3 Years relevant experience in Office or Court Administration; The following can be an added advantage: At least 5 years relevant experience dealing with administration in the Magistrate Offices; A valid driver's licence; Supervisory experience (Attach proof); Skills and competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Good interpersonal relations; Attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Perform general supervision and controlling of clerical staff; Manage finance section by complying with PFMA, DFI and other instructions issued by CFO; Manage Criminal, Civil and Family court sections; Manage the Performance Management System; Draft memorandums, submissions and reports; Compile statistics to indicate performance & trends; Manage and develop human resources by maintaining discipline and resolving complaints and grievances; Check and control all tasks performed by administrative staff on daily basis; Manage documents and maintain records related to accounts section; Manage the facilities, physical resources, information and communication related to the courts; Manage and control assets and fleet control; Manage and control stationery stock and JYP; To perform any other duties that may be allocated by the Area Court Manager.
<u>ENQUIRIES</u>	:	Ms. De Kock Tel No: (043) 702 7000
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Email Address: WNdamase@justice.gov.za
<u>POST 26/56</u>	:	<u>ADMINISTRATION OFFICER REF NO: 84/20EC</u>
<u>SALARY</u>	:	R316 791 - R373 167 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate, Mount Frere
<u>REQUIREMENTS</u>	:	Applicable B Degree/National Diploma in Management/Administration or an equivalent relevant qualification: 3 Years relevant experience in Office or Court Administration; The following can be an added advantage; At least 5 years relevant experience dealing with administration in the Magistrate Offices; A valid driver's licence; Supervisory experience (Attach proof); Skills and competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Good interpersonal relations; Attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Perform general supervision and controlling of clerical staff; Manage finance section by complying with PFMA, DFI and other instructions issued by CFO; Manage the Performance Management System; Draft memorandums, submissions and reports; Compile statistics to indicate performance & trends; Manage and develop human resources by maintaining discipline and resolving complaints and grievances; Check and control all tasks performed by administrative staff on daily basis; Manage documents and maintain records related to accounts section; Manage the facilities, physical resources, information and communication related to the courts; Manage and control assets and fleet control; Manage and control stationery stock and JYP; To perform any other duties that may be allocated by the Area Court Manager.
<u>ENQUIRIES</u>	:	Ms. De Kock Tel No: (043) 702 7000
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Email Address: LMthantalala@justice.gov.za

<u>POST 26/57</u>	:	<u>ADMINISTRATION OFFICER REF NO: 80/20EC</u>
<u>SALARY</u>	:	R316 791 - R373 167 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Magistrate, Port Elizabeth (Relief Component)
	:	Applicable B Degree/National Diploma in Management/Administration or an equivalent relevant qualification; 3 Years relevant experience in Office or Court Administration; The following can be an added advantage: At least 5 years relevant experience dealing with administration in the Magistrate Offices; A valid driver's license; Supervisory experience (Attach proof); Skills and competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Good interpersonal relations; Attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Perform general supervision and controlling of clerical staff; Manage finance section by complying with PFMA, DFI and other instructions issued by CFO; Manage Criminal, Civil and Family court sections; Manage the Performance Management System; Draft memorandums, submissions and reports; Compile statistics to indicate performance & trends; Manage and develop human resources by maintaining discipline and resolving complaints and grievances; Check and control all tasks performed by administrative staff on daily basis; Manage documents and maintain records related to accounts section; Manage the facilities, physical resources, information and communication related to the courts; Manage and control assets and fleet control; Manage and control stationery stock and JYP; To perform any other duties that may be allocated by the Area Court Manager.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Msimang Tel No: (043) 702 7000
	:	Quoting the relevant reference number, direct your application to: Email Address: LMagoma@justice.gov.za
<u>NOTE</u>	:	The successful candidate will report to the Area Manager / Court Manager in Port Elizabeth and will be mostly be utilised in the Port Elizabeth, Uitenhage and Grahamstown areas. The successful candidate will travel extensively.
<u>POST 26/58</u>	:	<u>ASSISTANT STATE ATTORNEY, (LP3-LP4) REF NO: 20/107/SA (X2 POSTS)</u>
<u>SALARY</u>	:	R301 452 – R847 047. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	State Attorney: Pretoria
	:	An LLB or 4 year recognized legal qualification; Admission as an Attorney qualification; At least 2 years appropriate post legal/litigation experience; Right of appearance in the High Court of South Africa; A valid driver's licence; Admission as Conveyance will be an added advantage. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Communication skills (written and verbal); Accuracy and attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Handle litigation and appeals in the High Courts, Magistrate's Court, Labour Court, Land Claims Court and CCMA; Draft and/ or settle all types of agreements on behalf of the various clients; Render legal opinions and advice; Handle all forms of arbitration, including inter-departmental arbitrations and debt collection.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms KC. Ngomani Tel No: (012) 357 8661
	:	Quoting the relevant reference number, direct your application to: Email DOJ20-107-SA@justice.gov.za
<u>NOTE</u>	:	People with disabilities are encouraged to apply. A current certificate of good standing from the relevant law Society must accompany the application.